

# Fleet Management

AGENCY FLEET COORDINATOR TRAINING

- PART 4 - wvOASIS
- <https://fleet.wv.gov>



# wvOASIS

- **wvOASIS Agenda**

1. <https://myapps.wvsao.gov/apps/Portal/Default.aspx>
2. FA, FD, FM and FC documents in the Financial Application
3. Vehicle catalog codes (02,03,32,50,24)
4. FARCOMP page in the Financial Application
5. AM-17V vehicle inventory report
6. AM-006 assets retired report
7. AM-043 asset documents report
8. Vehicle related expenses through BI reporting
  - Object and sub-object codes
9. 3.11 upgrade and how it affects vehicles



# wvOASIS

- **FA Documents**

1. Fixed Asset Acquisition document
2. Document used to put an asset into OASIS
3. FMD creates the FA documents for the vehicles that are financed through them
4. The agencies create FA documents for the vehicles that they own
5. When entering vehicles it is important to be as descriptive as possible
6. Component-Specification tab important items:
  - Vehicle Make = The make of the vehicle
  - Vehicle Model = The vehicle model
  - Vehicle Year = The vehicle's model year
  - Serial Number = The VIN of the vehicle
  - VIN = The VIN of the vehicle



# wvOASIS

- **FA Documents Cont.**

1. Component-Component Classification Fixed Asset Catalog

- 02 = 1 Ton and Under vehicles
  - 1 Ton and Under is not based on weight, rather it is based on a classification of vehicles
  - EX: F-350, Ram 3500, Silverado 3500 and under would be considered 1 Ton and Under
- 03 = Over 1 Ton
  - Also not based on weight, but based on a classification of vehicles
  - EX: F-450, Ram 4500, Silverado 4500 and up would be considered over 1 Ton
- 32 = Agency third party leased vehicles
  - Vehicles that an agency leases for a year or more from a private company
- 50 = Licensed trailers
- 24 = Licensed Mobile Homes



# wvOASIS

- FA Documents and 3.11 Upgrade

1. Component-Specification tab what has changed when you enter a vehicle into OASIS:

- Instead of Manufacturer you now use Vehicle Make
- Instead of Model Number you now use Vehicle Model
- Instead of Drawing you use Vehicle Year
- You will use both Serial Number and VIN fields to record the vehicle's VIN number

2. A few other new fields include

- Weight
- Size
- License Plate
- Fuel Type

Fixed Asset Acquisition(FA) Dept: 0216 ID: SHEL200000003532 Ver.: 1 Function: New Phase: Final Mod

Header

Component Total Lines: 1 Fixed Asset Number: A0421191 Component Number: 00

Component General Information Specifications Acquisition Details Component Location Details Component Classification

Manufacturer:

Mfr Part Number:

Product/Category:

Model Number:

Drawing:

Piece:

Supplier Part Number:

Weight:

Size:


Vehicle Year: 2020

Vehicle Make: CHEVROLET

Vehicle Model: CAMARO

VIN: 12345678912345678

License Plate: N/A

Fuel Type: GAS 



# wvOASIS

- **FD Documents**

1. Used to retire a vehicle
2. When an agency is exempt from surplus, FMD will approve the FD once the required documentation is attached to the header
  - Bill of sale
  - Executed title
3. Methods of disposition for a vehicle
  - Deliver to surplus
  - Surplus pick-up
  - Sell on-site
  - Trade-in
  - Sell for scrap
  - Recycle/dispose as waste
  - Lost asset
  - Stolen asset
  - Destroyed asset



# wvOASIS

- **FM Documents**

1. Used to modify existing vehicles in OASIS
2. Things that usually get modified
  - Year, Make or Model
  - VIN numbers
    - Requires approval from surplus with documentation attached to the header
  - Catalog codes
  - Custodian codes



# wvOASIS

- **FC Documents**

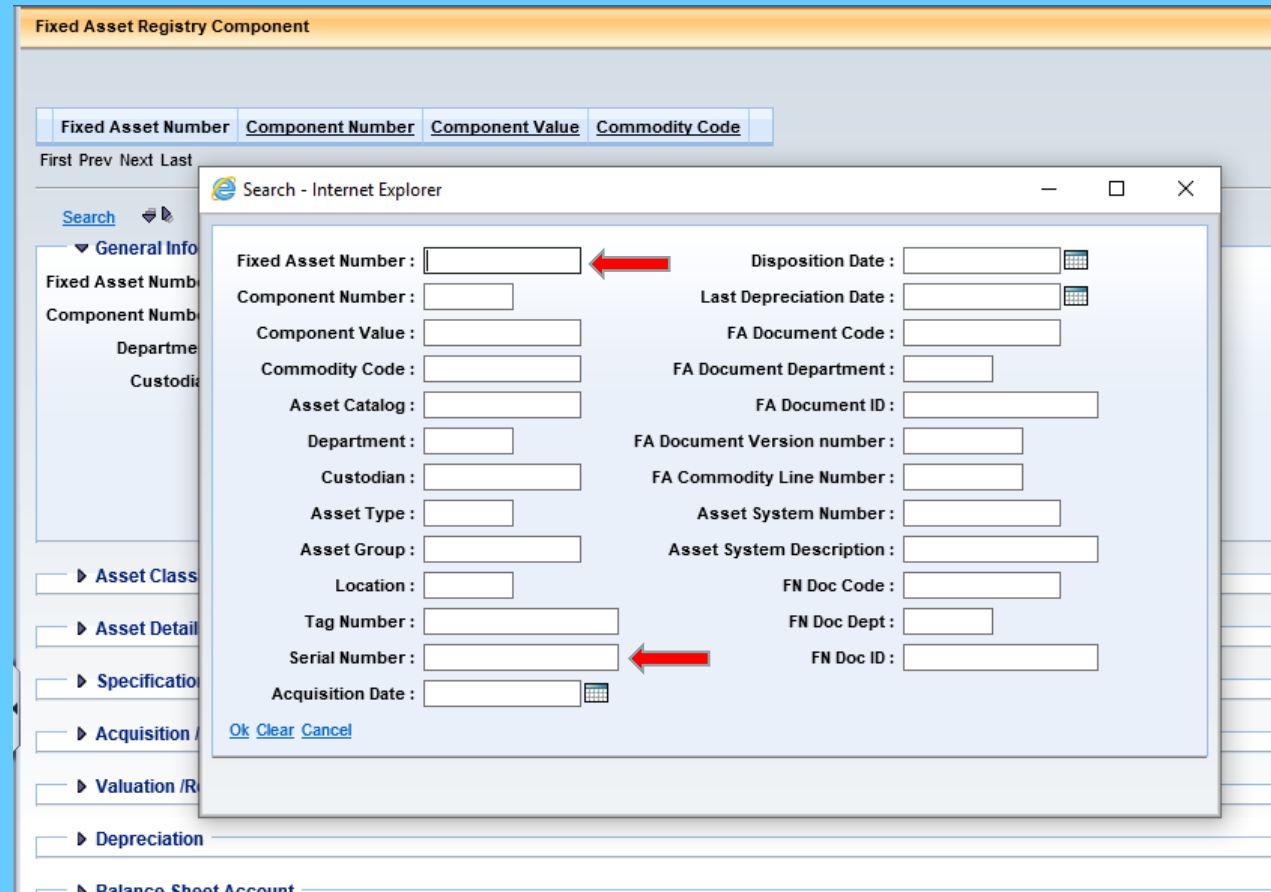
1. Used to cancel a vehicle in OASIS
2. Usually only used to cancel duplicate VIN numbers



# WV OASIS

- **FARCOMP**

1. This is the OASIS Financial Application page that you can search for active assets
2. Can search on multiple fields, the two most used being Fixed Asset Number and Serial Number
3. \* can be used as a wild card in any search field
  - EX: Serial Number can be searched using the last six of the **VIN \*012345**



The screenshot displays the 'Fixed Asset Registry Component' search interface. A search dialog box is open, showing various search criteria. Two red arrows point to the 'Fixed Asset Number' and 'Serial Number' fields, highlighting them as key search parameters. The dialog box includes fields for 'Fixed Asset Number', 'Component Number', 'Component Value', 'Commodity Code', 'Asset Catalog', 'Department', 'Custodian', 'Asset Type', 'Asset Group', 'Location', 'Tag Number', 'Serial Number', 'Acquisition Date', 'Disposition Date', 'Last Depreciation Date', 'FA Document Code', 'FA Document Department', 'FA Document ID', 'FA Document Version number', 'FA Commodity Line Number', 'Asset System Number', 'Asset System Description', 'FN Doc Code', 'FN Doc Dept', and 'FN Doc ID'. The background shows the main search interface with tabs for 'Fixed Asset Number', 'Component Number', 'Component Value', and 'Commodity Code'. The left sidebar lists categories like 'General Info', 'Asset Class', 'Asset Detail', 'Specification', 'Acquisition', 'Valuation / R', 'Depreciation', and 'Balance Sheet Account'.



# WVOASIS

- FARCOMP Cont.

- DMV Requires a print out of the FARCOMP page with the General Information, Specification, and Acquisition/Disposition tab expanded in order to get a license plate for a vehicle

Fixed Asset Registry Component

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ A0430080	01	\$25,733.00	25101500

First Prev Next Last

[Search](#) 🔍

**General Information**

Fixed Asset Number : A0430080  
Component Number : 01  
Department : 0216  
Custodian : FL03139158  
Asset Status :

Component Value : \$25,733.00  
Component Accumulated Depreciation : \$0.00  
Component Net Book Value : \$25,733.00  
Historic Asset Cost : \$25,733.00  
Straight Line Annual Depreciation :   
Asset System Number :   
Asset System Description :

▶ Asset Classification & Location

▶ Asset Details

**Specifications**

Mfr Part Number :   
Manufacturer :   
Product/Category :   
Model Number :   
Serial Number :   
Weight :   
Size :   
Vehicle Year : 2020  
Vehicle Make : FORD  
Vehicle Model : RANGER  
VIN : 1FTER1FH5LLA68649  
License Plate :   
Fuel Type :

Specification : WHITE  
Drawing :   
Piece :   
Supplier Part Number :   
Warranty Type :   
Industry Identification :   
Barcode :   
Disposal Restrictions :

Commodity Specs :   
Hazardous Materials :   
Permits/Certifications :

**Acquisition /Disposition Details**

Acquisition Date : 09/14/2020  
Acquisition Method : VPUR  
Vendor Purchase :   
Disposition Date :   
Disposition Method :   
Disposition Authority :



# WVOASIS

- FARCOMP After 3.11 Upgrade

▼ Specifications

Mfr Part Number :	<input type="text"/>	Specification :	<input type="text" value="WHITE"/>	Commodity Specs :	<input type="text"/>
Manufacturer :	<input type="text"/>	Drawing :	<input type="text"/>		
Product/Category :	<input type="text"/>	Piece :	<input type="text"/>		
Model Number :	<input type="text"/>	Supplier Part Number :	<input type="text"/>		
Serial Number :	<input type="text" value="1FMSK8BB6MGA96659"/>	Warranty Type :	<input type="text"/>	Hazardous Materials :	<input type="text"/>
Weight :	<input type="text"/>	Industry Identification :	<input type="text"/>		
Size :	<input type="text"/>	Barcode :	<input type="text"/>		
Vehicle Year :	<input type="text" value="2021"/>	Disposal Restrictions :	<input type="text"/>	Permits/Certifications :	<input type="text"/>
Vehicle Make :	<input type="text" value="FORD"/>				
Vehicle Model :	<input type="text" value="EXPLORER"/>				
VIN :	<input type="text" value="1FMSK8BB6MGA96659"/>				
License Plate :	<input type="text"/>				
Fuel Type :	<input type="text"/>				



# wvOASIS

- Fixed Asset BI Reports

1. WV-FIN-AM-017V Vehicles by Department
2. WV-FIN-AM-006 Assets Retired
3. WV-FIN-AM-043 Fixed Asset Documents

wvOASIS BUSINESS INTELLIGENCE	
Home Documents	
View New Organize Send More Actions Details	
My Documents	Title
Folders	
Public Folders	
BI Platform Auditing	
wvOASIS	
Advantage Financial	
Accounts Payable	
Accounts Receivable	
Budgetary Control	
CAFR	
Cash Balance Analysis	
Cash Management	
COA Elements	
DEP	
Document Control	
Finance Team	
Fixed Asset	
General Accounting	
Grants Management	
Inventory	
Payroll	
Procurement	
Project Accounting	
Reciprocity	
Travel	
Vendor	
Vendor Employee Extract	
	WV-FIN-AM-002 Assets by Tag Number
	WV-FIN-AM-006 Assets Retired
	WV-FIN-AM-012 Tag Inventory Report by Asset Location
	WV-FIN-AM-016 Fixed Asset Transaction Detail
	WV-FIN-AM-017 Assets by Department
	WV-FIN-AM-017V Vehicles by Department
	WV-FIN-AM-020 Assets Assigned to Custodian
	WV-FIN-AM-031 Surplus Property
	WV-FIN-AM-033 Asset Inventory By Asset Type and Asset ID
	WV-FIN-AM-034 Potential Assets Report
	WV-FIN-AM-035 Fixed Asset Depreciation
	WV-FIN-AM-035a Fixed Asset Depreciation Transactions
	WV-FIN-AM-036 Assets Retired to Office of Technology
	WV-FIN-AM-037 Pending FD Documents
	WV-FIN-AM-038 Asset Inventory from Fixed Asset Journal
	WV-FIN-AM-039 Fixed Asset Document Chain
	WV-FIN-AM-040 Custodian Listing
	WV-FIN-AM-041 Memo Assets
	WV-FIN-AM-043 Fixed Asset Documents
	WV-FIN-AM-044 Real Estate
	WV-FIN-AM-044A Real Estate DOH
	WV-FIN-AM-045 FA-ED Crosswalk



- Fixed Asset BI Reports

- WV-FIN-AM-017V Vehicles by Department

- Shows an OASIS inventory of the vehicles you own
- Run for catalog codes 02,03,32,50 and 24

Report ID: WV-FIN-AM-017V  
Run Date: 04/25/2019  
Run Time: 11:27:21 AM

State of West Virginia  
wvOASIS - Data Warehouse  
Vehicles by Department



Cover Page  
No Records Found

#### Prompts and Parameters

Department(s):

Unit(s):

Fund(s):

Fixed Asset Type(s):

Fixed Asset Catalog(s):

Major Program(s):

Program Code(s):

Phase Code(s):

Asset Location Code(s):

Asset Sub-Location Code(s):

Asset Description:

Commodity Code(s):

Aquisition Date (Start):

Aquisition Date (End):

In Service Date (Start):

In Service Date (End):

Depreciation Begin Date:

Depreciation End Date:

Greater than or Equal to Disposition Date:

#### Report Description

This report will list vehicles by departments. The report is set to pick up fixed asset catalog codes 02;03;22;24;49;84 only. See the AM-017 to run an asset report on all catalog codes.

If you run this report after June 30th and want see the active assets for the previous fiscal year make sure to fill in the "Greater than or Equal to Disposition Date:" Prompt with July 1st of the current fiscal year.

The "Depr by Selected Date Range" column will show you the asset's depreciation from the start of OASIS if you do not put in a depreciation date range. If you want to see an asset's depreciation for a fiscal year put in the date range of July 1st to June 30th.

State of West Virginia



Fleet Management Division

- Fixed Asset BI Reports

- WV-FIN-AM-006 Assets Retired

- Will show the vehicles that have been decommissioned in OASIS
- Run for catalog codes 02,03,32,50 and 24

Report ID: WV-FIN-AM-006	State of West Virginia	wvOASIS
Run Date: 06/14/2016	wvOASIS FIN Data Warehouse	
Run Time: 10:50:14 AM	Assets Retired	
From to		
Cover Page		
No Records Found		
Prompts and Parameters		
Run Date:	06/14/2016	
Run Time:	10:50:14 AM	
Disposition START Date:		
Disposition END Date:		
Run START Date:		
Run END Date:		
Department:		
Fixed Asset Type:		
Fixed Asset Catalog:		
Fixed Asset Number:		
Report Description		
This report lists all retired assets per Department for the user entered date range. The report sorts by Department, Fixed Asset Type, Fixed Asset Catalog, and Fixed Asset Number. The report has required prompts on Disposition Date and optional prompts on Department, Fixed Asset Type, Fixed Asset Catalog, Fixed Asset Number, and Run Date range.		

State of V



Fleet Management Division

- Fixed Asset BI Reports

- WV-FIN-AM-043 Fixed Asset Documents

- Will show all fixed asset documents in any state or phase
- Run for catalog codes 02,03,32,50 and 24 to see vehicle related documents

Report ID: WV-FIN-AM-043


Run Date: 04/25/2019

Run Time: 8:25:17 AM

State of West Virginia

wvOASIS FIN Operational

Fixed Asset Documents



Cover Page

No Records Found

Prompts and Parameters

Run Date: 04/25/2019

Run Time: 8:25:17 AM

Department(s):

Unit(s):

County(s):

Doc Dept Code(s):

Doc Code(s):

Doc Phase(s):

Fixed Asset Number(s):

Fixed Asset Catalog(s):

Aquisition Date (Start):

Aquisition Date (End):

In Service Date (Start):

In Service Date (End):

Run START Date:

Run END Date:

Report Description

This report lists all fixed asset documents. The report sorts the documents by Department, Fixed Asset Type, and Fixed Asset Catalog.

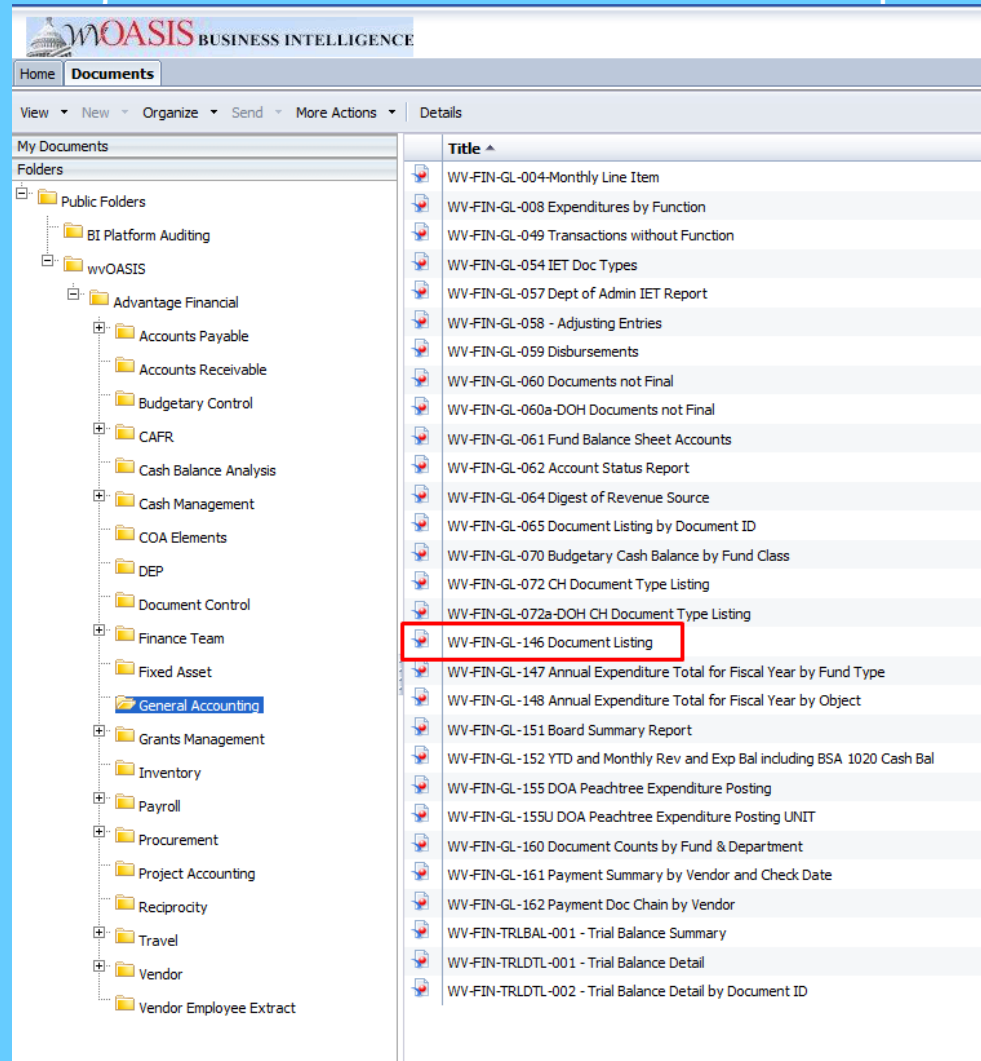
In order to get all documents that have not gone final you will want to run this report for Doc Department instead of Department.

Doc Phase Code	Doc Phase
1	Draft
2	Pending
3	Final
5	Historical (Final)
6	Conflict Draft



# wvOASIS

- **Vehicle Expense Reporting in Business Intelligence**
  1. WV-FIN-GL-146 Document Listing
  2. Certain Objects and Sub-objects will list out all vehicle related expenses



- WV-FIN-GL-146

Report ID: WV-FIN-GL-146  
Run Date: 04/25/2019  
Run Time: 7:48:53 PM

State of West Virginia  
wvOASIS - Data Warehouse  
Document Listing



Cover Page  
No Records Found

#### Parameters and Prompts

Run Date: 04/25/2019  
Run Time: 7:48:53 PM  
Fiscal Year(s):  
BFY:  
Accounting Period(s):  
Record Start Date:  
Record End Date:  
Posting Code(s):  
BSA:  
Event Type(s):  
Closing Classification(s):  
Doc Code(s):  
Bureau(s):  
Section(s):  
Group(s):  
District(s):  
Division(s):  
Unit(s):  
Vendor Code(s):  
Doc Run Date(Start):  
Doc Run Date(End):  
Doc Dept Code(s):

Fund(s):  
Appropriation(s):  
Object(s):  
Sub-Object(s):  
Actg Line Dept(s):  
Revenue Source(s):  
Major Program(s):  
PPC(s):  
Phase(s):  
Program(s):  
Sub-Revenue Source(s):  
Activity:  
Sub-Activity:  
Function(s):  
Sub-Function(s):  
Location(s):  
Sub-Location(s):  
Doc ID(s):  
Vendor Legal Name(s):  
CFDA Number(s):  
Department(s):  
Last Modified User Id(s):  
Sub-Fund(s):

#### Report Description:

This report provides a listing of document for a user specified fiscal year and accounting period. The report includes additional prompts to assist in filtering the list of documents these include objects such as Doc Code, Closing Classification (Cash Expenditure, Accrued Expenditures, etc), Record Date. Along with the document number, the report displays a number of ledger elements including, but not limited to, fund and cost accounting chart of account elements, posting code, posting amount, etc.

State of West Virginia



Fleet Management Division

# wvOASIS

- **WV-FIN-GL146 prompts to enter**

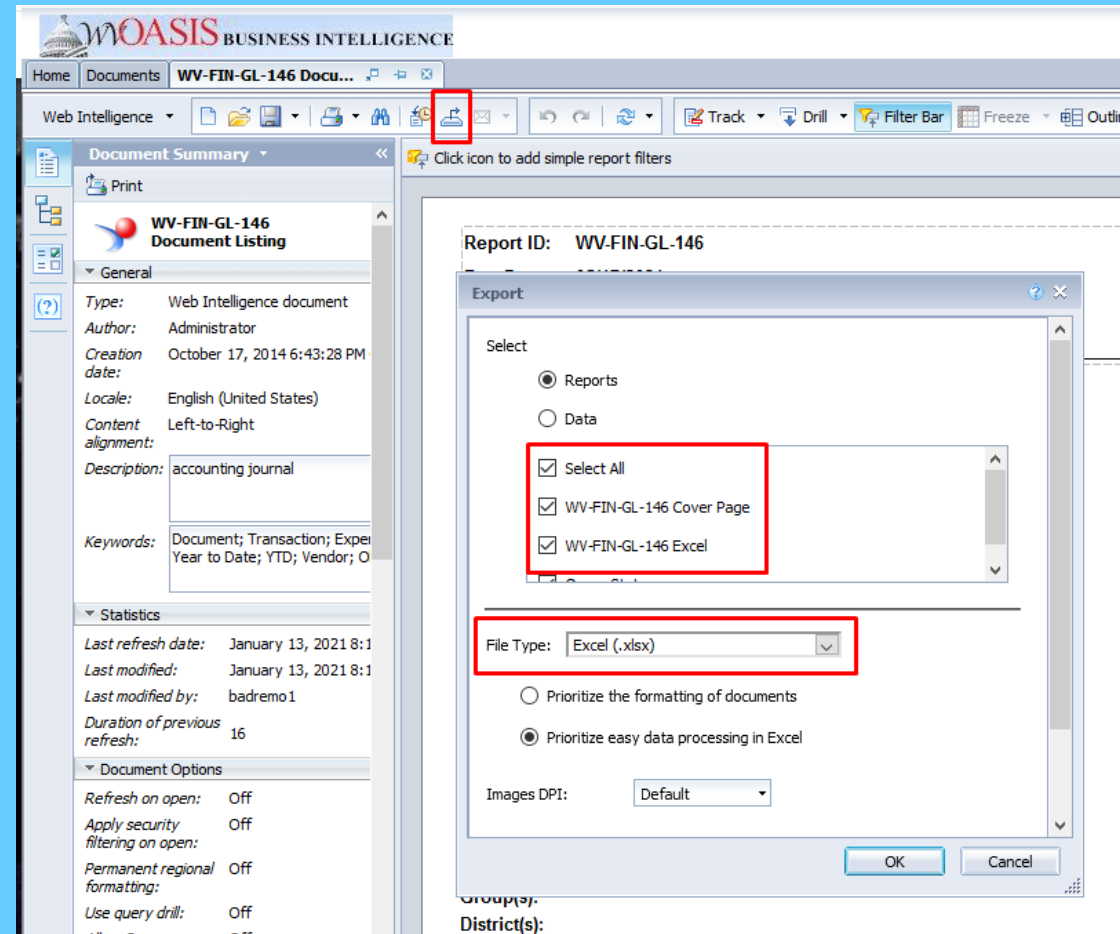
1. Mandatory prompt for Fiscal Year (For annual report run this for previous fiscal year)
2. Enter a Closing Classification of 10 which is Cash Expenditures
3. Enter Object codes 3211;3212;3216;3225;3235;3265;5211;6105
4. Enter Sub-object codes  
3516;3517;3520;3523;3524;3527;4087;4232;4233;H127;T000;3530;3531;3534;3537;3538;3541;4217;4218;4221;4224;4225;4228;H128;T000;3569;3570;3571;3572;4001;4344;H132;T000;3614;3615;3616;3617;3619;3620;3621;H140;T000;3657;3659;4358;H150;T000;3842;5315;5316;5317;5318;5342;H302;T000;6000;6211;H256;T000
5. You should only see data for your department based on OASIS security
6. These prompts will show all vehicle related expenses for a fiscal year



# WVOASIS

- **WV-FIN-GL146 export data to excel**

1. Click the export box with the curved arrow coming from it at the top of the screen
2. In the export popup box select the tabs of the report you want to export, select the file type of Excel (.xlsx) and click ok
3. A pop up box will appear after some time, select open and the report will open as an excel file



OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3516	IN STATE CAR RENTAL	Costs associated with in state travel for car rental fees by a state employee or official conducting official state business .
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3517	IN STATE GASOLINE RENTAL	Costs associated with in state travel for car rental gasoline fees by a state employee or official conducting official state business .
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3520	IN STATE MILEAGE	Costs associated with in state travel for mileage reimbursements for a state employee or official conducting official state business.
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3523	OUT OF STATE CAR RENTAL	Costs associated with out of state travel for car rental fees by a state employee or official conducting official state business.
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3524	OUT OF STATE GASOLINE RENTAL	Costs associated with out of state travel for car rental gasoline fees by a state employee or official conducting official state business.
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3527	OUT OF STATE MILEAGE	Costs associated with out of state travel for mileage reimbursements for a state employee or official conducting official state business.

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4087	TURNPIKE TOLLS/TRANSPONDER FEES	Turnpike tolls/transponder fees
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4232	IN STATE POV IN LIEU OF OTHER TRANSP MODE	Costs associated with in state travel associated with an employee driving a personal vehicle in lieu of other transportation modes that are more cost effective, such as vehicle rental or airfare, and the reimbursement will only be paid up to the cost of the least expensive other transportation mode.
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4233	OUT OF STATE POV IN LIEU OF OTHER TRANSP MODE	Costs associated with out of state travel associated with an employee driving a personal vehicle in lieu of other transportation modes that are more cost effective, such as vehicle rental or airfare, and the reimbursement will only be paid up to the cost of the least expensive other transportation mode.
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	H127	TRAVEL EMPLOYEE	Default (Higher Ed ONLY)
3211	TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	T000	TRAVEL EMPLOYEE DOH	Default (DOH ONLY)
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3530	IN STATE CAR RENTAL	Costs associated with a vehicle rental by a board member, commission member, consultant, contractor for authorized in state travel.

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3531	IN STATE GASOLINE RENTAL	Costs associated with vehicle rental gasoline expense by a board member, commission member,consultant, contractor for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3534	IN STATE MILEAGE	Costs associated with mileage reimbursements by a board member, commission member,consultant, contractor for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3537	OUT OF STATE CAR RENTAL	Costs associated with a vehicle rental by a board member, commission member,consultant, contractor for authorized out of state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3538	OUT OF STATE GASOLINE RENTAL	Costs associated with vehicle rental gasoline expense by a board member, commission for authorized out of state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	3541	OUT OF STATE MILEAGE	Costs associated with mileage reimbursements by a board member, commission member,consultant, contractor for authorized out of state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4217	CLIENT PATIENT IN STATE CAR RENTAL	Costs associated with airfare by a client or patients of state hospitals or institutions for authorized in state travel.

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4218	CLIENT PATIENT IN STATE GASOLINE RENTAL	Costs associated with gasoline rental by a client or patients of state hospitals or institutions for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4221	CLIENT PATIENT IN STATE MILEAGE	Costs associated with mileage by a client or patients of state hospitals or institutions for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4224	CLIENT PATIENT OUT OF STATE CAR RENTAL	Costs associated with car rental by a client or patients of state hospitals or institutions for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4225	CLIENT PATIENT OUT OF STATE GASOLINE RENTAL	Costs associated with gasoline rental by a client or patients of state hospitals or institutions for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	4228	CLIENT PATIENT OUT OF STATE MILEAGE	Costs associated with mileage by a client or patients of state hospitals or institutions for authorized in state travel.
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	H128	TRAVEL NON EMPLOYEE	Default (Higher Ed ONLY)

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3212	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.	T000	TRAVEL NON EMPLOYEE DOH	Default (DOH ONLY)
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	3569	EARTH MOVING, HAULING	Rental of heavy equipment for the moving and hauling of rock, dirt, etc.
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	3570	LEASED VEHICLES	Vehicle lease payments made to an outside agency such as Enterprise.
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	3571	OTHER VEHICLE RENTAL	
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	3572	RENTAL VEHICLES	Fees paid for vehicle rentals.
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	4001	Employee Non Taxable Default	

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	4344	MOVING VAN OR TRUCK	EXPENSES FOR MOVING VAN OR TRUCK
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	H132	VEHICLE RENTAL	Default (Higher Ed ONLY)
3216	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood. Should not include travel related vehicle rentals, instead use the appropriate codes under 3211 or 3212.	T000	VEHICLE RENTAL DOH	Default (DOH ONLY)
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3614	BATTERIES	Maintenance expense to replace batteries in state owned vehicles.
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3615	FILTERS	Maintenance expense to replace filters in state owned vehicles.
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3616	FLEET VEHICLE EXPENSE	Minor repair services made on state owned Fleet Vehicles.

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3617	LUBRICANTS	Maintenance expense for fuels an lubricants for state owned vehicles.
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3619	TIRES	Maintenance expense to replace tires on state owned vehicles.
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3620	TOWING	Towing cost for a state owned vehicle.
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	3621	MISCELLANEOUS VEHICLE EXPENSES	
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	H140	VEHICLE OPERATING EXP	Default (Higher Ed ONLY)
3225	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.	T000	VEHICLE OPERATING EXP DOH	Default (DOH ONLY)

OASIS Object			OASIS Sub-Obj		
Object	Name	OASIS Object Definition	Sub-Obj	Name	OASIS Sub Object Definition
3235	ENERGY EXP MTR VEH/AIR.	Expenditures for petroleum supplies purchased to operate motor vehicles, equipment, and aircraft for State use. Includes gasoline, natural gas, diesel fuel, aircraft fuel, etc.	3657	DIESEL	Expenditures for diesel purchased to operate motor vehicles or equipment for state use.
3235	ENERGY EXP MTR VEH/AIR.	Expenditures for petroleum supplies purchased to operate motor vehicles, equipment, and aircraft for State use. Includes gasoline, natural gas, diesel fuel, aircraft fuel, etc.	3659	GASOLINE	Expenditures for gasoline purchased to operate motor vehicles or equipment for state use.
3235	ENERGY EXP MTR VEH/AIR.	Expenditures for petroleum supplies purchased to operate motor vehicles, equipment, and aircraft for State use. Includes gasoline, natural gas, diesel fuel, aircraft fuel, etc.	4358	FUEL TAXES	Expenditures for fuel taxes associated with the purchase of fuel
3235	ENERGY EXP MTR VEH/AIR.	Expenditures for petroleum supplies purchased to operate motor vehicles, equipment, and aircraft for State use. Includes gasoline, natural gas, diesel fuel, aircraft fuel, etc.	H150	ENERGY EXP MTR VEH/AIR.	Default (Higher Ed ONLY)
3235	ENERGY EXP MTR VEH/AIR.	Expenditures for petroleum supplies purchased to operate motor vehicles, equipment, and aircraft for State use. Includes gasoline, natural gas, diesel fuel, aircraft fuel, etc.	T000	ENERGY EXP MTR VEH/AIR. DOH	Default (DOH ONLY)
3265	REIMBURSEMENT	Expense to Expense transfers for services provided in accordance with applicable state law and not identified by a specific object code(s). May also include authorized reimbursements to county and/or Local Governments which are not processed as expense to expense transactions.	3842	VEHICLE USE	Reimbursable expense for personal vehicle use.

OASIS Object			OASIS Sub-Obj		
Object	Name	OASIS Object Definition	Sub-Obj	Name	OASIS Sub Object Definition
5211	VEHICLE IMPROVEMENTS		5315	DEP VEHICLE IMPROVEMENTS	
5211	VEHICLE IMPROVEMENTS		5316	DOT/HIGHWAYS VEHICLE IMPROVEMENTS	
5211	VEHICLE IMPROVEMENTS		5317	DNR VEHICLE IMPROVEMENTS	
5211	VEHICLE IMPROVEMENTS		5318	STATE POLICE VEHICLE IMPROVEMENTS	
5211	VEHICLE IMPROVEMENTS		5342	OTHER VEHICLE IMPROVEMENTS	all other vehicle improvements not already categorized
5211	VEHICLE IMPROVEMENTS		H302	HIGER ED DEFAULT	

OASIS Object	OASIS Object Name	OASIS Object Definition	OASIS Sub-Obj	OASIS Sub-Obj Name	OASIS Sub Object Definition
5211	VEHICLE IMPROVEMENTS		T000	VEHICLE IMPROVEMENTS DOH	DOH USE ONLY
6105	VEHICLE REPAIRS	Repair of vehicles used primarily for individual(s) transportation; autos, vans, buses, station wagons, aircraft (i.e., fixed wing and helicopters). This object code is to be used for repairs considered major repairs as opposed to regular maintenance. (Use Object Code 036 for regular maintenance.)	6000	VEHICLE REPAIR-MECHANICAL	Expense for mechanical repair to vehicle not considered routine.
6105	VEHICLE REPAIRS	Repair of vehicles used primarily for individual(s) transportation; autos, vans, buses, station wagons, aircraft (i.e., fixed wing and helicopters). This object code is to be used for repairs considered major repairs as opposed to regular maintenance. (Use Object Code 036 for regular maintenance.)	6211	DAMAGES TO STATE VEHICLES	Expense to repair damages to state vehicles.
6105	VEHICLE REPAIRS	Repair of vehicles used primarily for individual(s) transportation; autos, vans, buses, station wagons, aircraft (i.e., fixed wing and helicopters). This object code is to be used for repairs considered major repairs as opposed to regular maintenance. (Use Object Code 036 for regular maintenance.)	H256	VEHICLE REPAIRS	Default (Higher Ed ONLY)
6105	VEHICLE REPAIRS	Repair of vehicles used primarily for individual(s) transportation; autos, vans, buses, station wagons, aircraft (i.e., fixed wing and helicopters). This object code is to be used for repairs considered major repairs as opposed to regular maintenance. (Use Object Code 036 for regular maintenance.)	T000	VEHICLE REPAIRS DOH	DOH USE ONLY

# Fleet.WV.gov

**Don't forget that the Fleet Management Division has many helpful resources available on their website Including:**

1. Many forms to help with everything involved with ordering and operating a state vehicle  
[https://fleet.wv.gov/AFC\\_Resources/Pages/default.aspx](https://fleet.wv.gov/AFC_Resources/Pages/default.aspx)
2. Forms and other resources for drivers of state vehicles <https://fleet.wv.gov/new-driver-orientation/Pages/default.aspx>
3. Instructions on various aspects of a fuel card for a state vehicle <https://fleet.wv.gov/fueling/Pages/default.aspx>
4. Instructions on various aspects of maintenance for a state vehicle <https://fleet.wv.gov/Maintenance/Pages/default.aspx>
5. Updated news and current events at FMD
6. Many informative data reports including FMD's annual report <https://fleet.wv.gov/reports/Pages/default.aspx>
7. And a frequently asked questions page that answers FMD's most asked questions  
<https://fleet.wv.gov/FAQ/Pages/default.aspx>



# Questions

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